



# The Gryphon School

## SCIENCE TECHNICIAN SEPTEMBER 2020



The Gryphon School  
Bristol Road  
Sherborne  
Dorset  
DT9 4EQ



## **SCIENCE TECHNICIAN RECRUITMENT INFORMATION PACK**

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September 2020

Dear Applicant,

Thank you for expressing an interest in the post of Science Technician at The Gryphon School. Accompanying this letter is information about the School and the Department which we hope will provide you with everything you need to know to apply for the post. The School website also gives further details about us.

This is a permanent post, for 30 hours per week, term time plus training and 1.6 weeks in the holidays, commencing as soon as possible in a wonderful school.

We are seeking to appoint someone with energy, enthusiasm and a love of Science who has good organisational skills and is able to work as part of a team. This is a wonderful opportunity to join a large, successful and dedicated team of specialists who work hard to enthuse our students, instil high standards, and provide them with the opportunity to fulfil their potential. Large numbers take A level courses in Physics, Chemistry and Biology as well as BTEC Applied Science. We offer Core Science, Additional Science, Biology, Chemistry and Physics GCSE at KS4.

The successful candidate will:

- have a real passion for Science, ideally with a particular interest in/knowledge of Chemistry (but not essential)
- be able to build relationships quickly, with humility and empathy
- show respect to others – students, parents and colleagues – in order to get the best out of them
- be positive, optimistic, caring, kind and approachable
- be willing to be immersed in the life of a busy and successful school
- be able to work on their own initiative or as part of a team
- use resources, intellect, creativity and innovation to be successful

The Gryphon is a wonderful place to work and has a special atmosphere and feel. It became a founder member of the Sherborne Area Schools' Trust (SAST) a multi-academy trust established in June 2017. Since September 2017, we have been designated as a teaching school and are very excited about the opportunities that this new status will bring. In a recent national publication, The Real Schools Guide, The Gryphon was rated as one of only two schools in Dorset as 5 star; based on attainment, teaching, attendance and outcomes. The Good Schools Guide concludes that we are a 'Super much sought-after school at the very centre of its community taking on the Sherborne independents. Truly a model of comprehensive education at its best – a place for all comers, which children and parents set their heart on, so it bulges at the seams'.

We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and nationally.

We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference to our students. Teaching is often outstanding, and consistently at least good across all subjects and key stages. Teachers are provided with the resources to make lessons stimulating and practical and have excellent subject knowledge. They make sure students are very clear about what is demanded of them and how to improve. The School's very positive entry in the Good School Guide describes pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others.

In November 2015 our inspection as a Church School (SIAMS) judged us to be Outstanding. Our most recent Ofsted visit, in November 2017, was very positive and confirmed our status as a "good school" and we enclose a copy of their letter to me outlining our many strengths. Our focus for this year, which reflects our Church School

status, is that we should be a “10:10” school; where students and staff experience life in all of its fullness. So for us education is more than just exam results – we place great value on the personal development of each student. We aim for them to leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the wider community. Digital learning is important at The Gryphon School including the use of mobile technology; we want our young people to use technology responsibly and to enhance their learning.

In summary, we are a true team with a great sense of pride in what we collectively achieve and we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on enabling students to be the best that they can, both personally and academically, supported by the tremendous work and care of all our staff. We continue to strive to be outstanding in all aspects of school life.

You are very welcome to contact us in advance of an application or to contact us to find out more.

Very best wishes,

Nicki Edwards  
Headteacher



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Website: [www.gryphon.dorset.sch.uk](http://www.gryphon.dorset.sch.uk)

## THE APPLICATION PROCESS

We look forward to receiving your application by **9.00am on Monday 28 September 2020**. It is hoped that the interviews will take place as soon as possible after the closing date. You are asked to provide the following:

- A completed Gryphon Support Staff application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned either by post, marked 'Confidential' to Caroline Rabbetts, Leadership Support Manager, The Gryphon School, Bristol Road, Sherborne, Dorset DT9 4EQ or by email to her at: [Gryphon.HR@gryphon.dorset.sch.uk](mailto:Gryphon.HR@gryphon.dorset.sch.uk)

If you would like to discuss the post further or would like to arrange a visit, please do not hesitate to contact Lee Moore, on 01935 813122 or [lee.moore@gryphon.dorset.sch.uk](mailto:lee.moore@gryphon.dorset.sch.uk)

The Gryphon School, part of the Sherborne Area Schools Trust, has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

The Gryphon School, part of the Sherborne Area Schools Trust, is committed to equal opportunities and positively encourages applications from all sections of the community.



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## USEFUL INFORMATION

The Science Technician team is made up of three specialist Science Technicians led by a Senior Technician. The core purpose of the team is:

- To support the effective learning of students
- To help promote the progress of all students
- To support staff to enable and encourage outstanding teaching
- To promote the priorities of the science team

On a day-to-day basis:

- Technicians support all staff across the three sciences in KS3 and KS4
- Planning is done in advance to meet the needs of teachers and to allocate technician time as required
- There needs to be flexibility to respond to student and teacher needs
- At KS5 there will be separate specialist technician support for each of Biology, Chemistry and Physics
- There is a strong team approach sharing tasks, expertise and commitments
- Technicians are encouraged to support students directly in their learning where confident and appropriate
- The sharing of relevant expertise beyond science is supported

We expect all staff to make a difference to the quality of education we provide. The Lead Science Technician will work with the Science Leadership Team to support and contribute to the development of science.

The Department is characterised by a desire to look for new opportunities and ideas to enhance teaching and learning, sharing good practice and building a great team.

## Team resources

- We have a suite of 11 laboratories, with bright and open rooms surrounding a dedicated foyer.
- Each room is equipped with Promethean Whiteboard and Projector and supported by Active teach software for KS3 and KS4.
- We have a large resource base of both software and more traditional paper based.
- A large prep room and ample storage space.



## The Curriculum

- Pupils in Years 7 and 8 are taught in mixed ability classes. In Year 9, there are three faster paced groups with the majority taught in mixed ability groups. Students follow a Gryphon scheme based upon the Exploring Science - How Science Works materials. The KS3 course is designed to be completed by Easter in Year 9.
- GCSE Science follows the EdExcel syllabus. In terms of entries, 35 to 40% of the cohort take separate GCSEs in each of Biology, Chemistry and Physics and 60 to 65% do Core Science and Applied Science.
- The Scheme of Work has been written by the department with the aim of being a 5 year Scheme of Work.

### Sixth Form

- The A level subjects follow different exam boards, with Biology and Chemistry following the OCR specification and Physics following AQA specification.
- There are two groups of students studying BTEC Level 3 Applied Science in Year 12 and one group in Year 13. The uptake of the Sciences to A level continues to be strong, with Biology attracting 80 students, Chemistry 58 students and Physics 47 students.
- Many of our students are attracted from external schools by the reputation of The Gryphon School.

### The Science Team

- 17 teachers all of whom are Science specialists, some of whom have additional responsibilities in the school including Assistant Head and Head of Year.
- The Science Leadership Team comprises Lee Moore, Leader of Biology, Beth Martin, Leader of Chemistry and Clark Davies, Leader of Physics.
- There are 3 dedicated Science Technicians.
- There is a Science-specialist Senior Learning Mentor.



The person appointed to this position will be able to enthuse students and demonstrate a real passion for Science. A specialist knowledge of Chemistry is advantageous, although not essential, enabling you to support A level practical lessons. You will also be required to prepare resources for classes lower down the school. Ideally you will have worked as a Science Technician in a school or will have experience of working in a laboratory to a high standard, which will enable you to support the Science Department.

The Gryphon School is committed to safeguarding and promoting the welfare of children and young people and values the diversity of our workforce and welcomes applications from all sections of the community. Successful candidates will be subject to an enhanced Criminal Records Bureau check.

The Gryphon School is committed to equal opportunities and positively encourages applications from all sections of the community.

The Gryphon School operates a no-smoking policy, and smoking, therefore, is not allowed on any part of the school site.

**If you would like to discuss the post further or would like to arrange a visit, please do not hesitate to contact Lee Moore, on 01935 813122 or [lee.moore@gryphon.dorset.sch.uk](mailto:lee.moore@gryphon.dorset.sch.uk)**

## **JOB DESCRIPTION**

### **TECHNICIAN – LEVEL 1**

<b>Job title:</b>	Technician – Level 1	<b>Job Ref:</b>	XS 4.5
<b>Directorate:</b>	Children's Services		
<b>School:</b>		<b>Grade:</b>	Dorset Grade 5
<b>Reports to:</b>	Senior Technician/Principal Technician/Head of Department		

#### **Main job purpose**

This post is intended for a Technician with higher level of qualifications/experience/expertise undertaking more advanced work.

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses.

#### **Main responsibilities and duties**

1. To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
2. Under the general direction of the Head(s) of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
3. To prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
4. To contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work (e.g. as part of post-16 studies).
5. To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
6. To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
7. To maintain appropriate records for the control and allocation of relevant equipment and resources.
8. To undertake ordering and stock allocation activities and maintain appropriate records.
9. To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
10. To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
11. To play a proactive role in developing the skills and expertise of technical staff and in promoting 'best practice' in all aspects of the work requirements.
12. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.



## **Knowledge & skills**

An advanced, vocational or academic qualification in the relevant subject area (e.g. BTEC Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience.

### **OR**

Substantial experience in a relevant work area together with a vocational/academic qualification at NVQ level 3 or equivalent or other relevant evidence of training/development in the particular subject area.

## **Supervision and management**

General supervision will be provided by the Head of Department. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

## **Problem solving and creativity**

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

## **Key contacts and relationships**

Daily interaction with teaching staff, pupils and other support staff. Also contact with external suppliers and contractors, as required.

## **Decision making**

Deciding when to intervene in pupil activities for instruction or safety purposes. Supervisory decisions regarding technicians' duties and training/support needs. (Where appropriate) Undertaking research to support teacher and/or pupil projects and activities.

## **Resources**

I.T. skills for presentation, analysis and recording purposes.

Competent use and application of specialist equipment for the relevant subject area/department (e.g. power tools and computer aided design equipment for Design and Technology activities).

The range of equipment used and number of workshops/laboratories etc will depend upon the particular school.

Protective clothing will be provided and must be worn at all times.

## **Working Environment**

Duties will normally be undertaken within classrooms, laboratories or workshops in the school. There may be some use of chemicals or toxic materials and/or some use of power tools or other potentially harmful equipment in certain posts.

Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.



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## **The Gryphon School – Support for Staff – What we provide.....**

### **High Quality Professional Development**

- INSET Programme with national speakers eg Sir John Jones, Simon Mayo
- Time is provided for learning and development in everyone's staffing allocation
- Middle leader training programme
- New staff induction programme
- 2<sup>nd</sup> year teacher programme
- Opportunities for sharing of best practice and expertise
- Encouragement of individual action research through appraisal
- Opportunities to mentor student teachers on ITT, Schools Direct, volunteers and other routes

### **Support for Teaching**

- Investment in resources, facilities and the environment
- Outstanding ICT infrastructure including Wi-Fi, resources
- Strong departmental support structure
- Free iPad for all teachers
- Timetabling ensures specialist teach in their subject areas and there are rarely any split classes
- Designated support for reprographics, trip management, student behavioural support, SEND needs etc
- Dedicated team of school cover supervisors

### **Links with other schools**

The Gryphon is outward looking and a lead member of various school development groups. This facilitates visits, exchanges, subject sharing, leadership support and enhanced student opportunities.

- Member of the Sherborne Area School's Trust (SAST)
- North Dorset – five secondary schools, a Special school and a PRU
- Close links with local independent schools  
Teaching school status

### **Health and well-being**

- Our own specialist HR Manager and team
- Membership of Carefirst providing free welfare counselling, free Occupational Health consultations
- Support from the School Chaplain
- Dedicated INSET time for staff well-being
- Health & well-being focus in INSET sessions

### **Supporting families**

- The Little Gryphons Nursery on site
- Supportive to colleagues for time off during periods of family illness/crisis
- Supportive of requests where possible to attend graduations, family weddings, special family events, house moves

## Practicalities – little extra touches

- Generous allocation and pattern of INSET Days to support staff learning and development and wellbeing
- Quality free seated lunch provided on INSET Days
- Generous business travel allowance
- Free on-site parking

## Strong Staff Community

- Very active, vibrant, Staff Social Committee who arrange an array of social events and activities across the year
- Large main staff room – and we hold weekly whole staff briefings
- Successful and very competitive staff sports teams playing other schools
- Staff voice events
- Amazing involvement in charity events, national days, productions, teams, public speaking, Duke of Edinburgh etc





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Website: [www.gryphon.dorset.sch.uk](http://www.gryphon.dorset.sch.uk)

## Science Technician

**Salary:** Grade 5 (£18,933-£19,698 fte, £13,687-£14,240 actual) dependent on experience  
**Contract:** Permanent, 30 hours per week, term time plus training and 1.6 weeks in the holidays  
**Start Date:** As Soon As Possible  
**Closing Date:** 9.00am on Monday 28 September 2020  
**Interviews:** It is hoped that the interviews will take place as soon as possible after the closing date

We are seeking to appoint a Science Technician with energy, enthusiasm and a love of Science who has good organisational skills and is able to work as part of a team to work closely with our dedicated, friendly team of 15 Science teachers and 2 experienced Science Technicians. This is a wonderful opportunity to join a large, successful and dedicated team of specialists who work hard to enthuse our students, instil high standards, and provide them with the opportunity to fulfil their potential.

You are asked to provide the following:

- A completed Gryphon Support Staff application form
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